須知事項 NOTES TO HELP YOU
申請司機接載行動不便的殘疾人士泊車證明書
Application for Parking Certificate for Drivers
Who Carry People with Mobility Disabilities

申請人在填寫申請表格 TD544 (Rev.02/21) 前，請細閱以下內容：
Applicant should read carefully the following content before filling in the Application Form TD544 (Rev.02/21).

申請資格 Eligibility :

1. 申請人所接載的乘客必須經由合資格人士確認為下肢肢體傷殘行動不便的殘疾人士(以下簡稱「行動不便的殘疾人士」)；
   The passenger to be carried by the applicant must be a person with lower limb mobility disabilities (hereinafter referred to as "person with mobility disabilities") certified by qualified professional(s);

2. 申請人或其接載行動不便的殘疾人士，必須擁有以其本人姓名登記的車輛(車身高度須低於運輸署轄下停車場的高度限制)；
   The applicant or the person with mobility disabilities must own a vehicle (the height of the vehicle must not exceed the headroom of government carparks which are managed by Transport Department);

3. 如多於一位申請人申請接載同一位行動不便的殘疾人士，在申請獲批准後，本署只會發出**一張**司機接載行動不便的殘疾人士泊車證明書(以下簡稱「泊車證明書」)。日後任何人士若就接載同一位行動不便的殘疾人士遞交新的申請書，其車輛登記號碼將視乎申請審批結果加註在同一張泊車證明書上，本署會於審批完成後通知申請人有關結果，申請人亦須於新泊車證明書批出前，將原先發出的泊車證明書，以郵寄方式交還至九龍油麻地海庭道 11 號西九龍政府合署南座 11 樓運輸署殘疾人士運輸組註銷。
   Each person with mobility disabilities may support more than one application from different applicants, however, only ONE Parking Certificate for Drivers Who Carry People with Mobility Disabilities (hereinafter referred to as "the Parking Certificate") will be issued if the applications are approved by this Department.   Subject to the result of application, the vehicle registration mark(s) of subsequent application(s) in respect of the same person with mobility disabilities will be added onto the same Parking Certificate issued. This Department will notify the applicant(s) of the result(s) of application and the applicant(s) or the person with mobility disabilities will be required to first surrender the Parking Certificate previously issued by post to the Disabled Transport Section, Transport Department, 11/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon for cancellation before a new parking certificate can be issued.

4. 泊車證明書的有效期會視乎註冊醫生或註冊物理治療師簽發的"證明書文件"而定，但每次申請所批出的有效期最長為三年。
   Validity of the Parking Certificate depends on the "Mobility Disability Certification" issued by registered doctor or registered physiotherapist, but the validity period will not exceed 3 years for each application.

5. 本署批出的泊車證明書將不會獲自動續期，申請人需在泊車證明書屆滿前兩個月將填妥的申請表格 TD544 (Rev.02/21)及有關的證明文件呈交本署辦理續期申請。
   The Parking Certificate issued by this Department will not be renewed automatically.   Completed Application Form TD544 (Rev.02/21) for renewal application should be submitted together with relevant supporting documents to this Department 2 months before expiry of the Parking Certificate.

申請方法 Application :

1. 申請人可到以下運輸署牌照事務處索取申請表格 TD544 (Rev.02/21)及須知事項 TD545 (Rev.02/21)，或在運輸署網頁下載 https://www.td.gov.hk/tc/public_forms/td_forms/service_for_the_disabled/index.html 。申請人填妥申請表格 TD544 (Rev.02/21)後，可親自送交以下運輸署牌照事務處，或郵寄至九龍油麻地海庭道 11 號西九龍政府合署南座 11 樓運輸署殘疾人士運輸組，或傳真至 2673 6599。
   Applicant can obtain Application Form TD544 (Rev.02/21) and Notes to Help You TD545 (Rev.02/21) from following Licensing Offices of Transport Department or download from Transport Department website https://www.td.gov.hk/tc/public_forms/td_forms/service_for_the_disabled/index.html. Completed Application Form TD544 (Rev.02/21) may be submitted in person to the following Licensing Offices of Transport Department or by post to Disabled Transport Section, 11/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon or by fax at 2673 6599.

   (a) 香港金鐘道 95 號統一中心 3 樓香港牌照事務處
       Hong Kong Licensing Office, 3rd Floor, United Centre, 95 Queensway, Hong Kong.

   (b) 九龍長沙灣道 303 號長沙灣政府合署 2 樓九龍牌照事務處
       Kowloon Licensing Office, 2nd Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

   (c) 九龍觀塘鯉魚門道 12 號東九龍政府合署 5 樓觀塘牌照事務處
       Kwun Tong Licensing Office, 5th Floor, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon.

   (d) 新界沙田上禾輋路 1 號政府合署 2 樓沙田牌照事務處
       Sha Tin Licensing Office, 2nd Floor, Sha Tin Government Offices, No. 1 Sheung Wo Che Road, Shatin, New Territories.

2. 申請人須提交詳列於申請表格 TD544 (Rev.02/21)第四部份內的所有證明文件。如未能提供所需的資料，有關申請將不獲受理。如申請獲批准，本署會將泊車證明書及申請人提交的所有證明文件以平郵方式寄回申請人。

   All required supporting documents as specified in Part Four of the Application Form TD544 (Rev.02/21) must be submitted.   Your application will not be considered if you fail to provide all the information as requested.   If the application is approved, the Parking Certificate and all supporting documents submitted by the applicant will be returned to the applicant by surface mail.

使用泊車證明書的規限　Restrictions on the use of the Parking Certificate:

1. 泊車證明書不可轉讓。
   The Parking Certificate is not transferable.

2. 泊車證明書持證人在接載下肢肢體傷殘行動不便的殘疾人士時，可使用路旁殘疾人專用泊位及運輸署轄下的政府多層停車場的特定泊車位。持證人駕駛有關申請車輛進入及/或離開泊位時，車上必須載有申請表格上所列明的行動不便的殘疾人士。
   When the holder of the Parking Certificate is carrying a person with lower limb mobility disabilities, he/she may park his/her vehicle at the on-street parking spaces for the disabled and the designated parking spaces inside government multi-storey carpark managed by Transport Department. When the Parking Certificate holder drives the vehicle under application in and/or out of the parking spaces, the person with lower limb mobility disability to be carried as stated in the Application Form should be on board.

3. 泊車證明書持有人**並不**獲給予殘疾司機可享有的各項優惠。此泊車證明書**不適用**於在限制區上落，並只供持有人使用路旁殘疾人專用泊位及運輸署轄下政府多層停車場的特定泊車位泊車。
   The Parking Certificate holder **is not** conferred with concessions which are given to drivers with disabilities.　The Parking Certificate is **NOT** applicable to picking up and setting down passengers at restricted zones, it only permits the holder to park his/her vehicle at the on-street parking spaces for the disabled and the designated parking spaces inside government multi-storey carparks managed by Transport Department.

4. 如發現持證人濫用泊車證明書，運輸署保留取消該泊車證明書之權利。
   Transport Department reserves the right to cancel the Parking Certificate from the driver if he/she abuses the use of the Parking Certificate.

5. 如有任何查詢，請致電 1823 或 3842 5828。
   If you have any enquiry, please call us at 1823 or 3842 5828.

個人資料及私隱
Personal Data and Privacy

收集資料目的
Purposes of Collection

1. 運輸署會把透過本表格所獲得的個人資料作下列用途：
   The personal data you provide by means of this Application Form will be used by Transport Department for the following purposes:

   (a) 處理有關審批你在本表格中所提出申請的工作；
       Activities relating to the processing of your application in this form;

   (b) 處理有關交通及運輸事務的工作；以及
       Activities relating to traffic and transport matters; and

   (c) 方便運輸署與你聯絡。
       Facilitating communication between Transport Department and yourself.

2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，你的申請可能不獲接納。
   It is obligatory for you to provide the personal data as required by this form.   If you fail to provide the required data, your application may not be considered.

獲轉交資料的部門/人士
Classes of Transferees

3. 你在本表格所提供的個人資料可能會向下列部門/機構披露：
   The personal data you provide by means of this Application Form may be disclosed to:

   (a) 政府其他部門、決策局及有關機構，以作上文第 1 段所述的用途；以及
       other Government departments, bureaux and related organisations for the purposes mentioned in paragraph 1 above; and

   (b) 停車場管理公司，以便該等機構在運輸署轄下的政府多層停車場範圍內執行與泊車證明書或殘疾人士專用泊車位有關的職責。
       carpark management companies for execution of their duties in relation to the Parking Certificate and the disabled parking spaces in the carpark areas.

索閱個人資料
Access to Personal Data

4. 根據個人資料 (私隱) 條例第 18 及 22 條及附表 1 第 6 條，你有權索閱及修正你的個人資料。你的索閱權包括索取在本表格所提供的個人資料的副本一份。
   You have a right of access and correction with respect to personal data as provided in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.   Your right of access includes the right to obtain a copy of your personal data provided by this Application Form.

查詢
Enquiries

5. 如欲就透過本表格所收集的個人資料進行查詢，包括索閱及修正資料，請致函九龍油麻地海庭道 11 號西九龍政府合署南座 11 樓運輸署殘疾人士運輸組。
   Enquiries concerning the personal data collected by means of this Application Form, including the making of access and corrections, should be addressed to Disabled Transport Section, Transport Department, 11/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon